

SACMHA Health & Social Care

Trustee Board Members Description of the Role and Personnel Specification

About SACMHA Health & Social Care

SACMHA is a charitable organisation established in 1988 in response to the health and social care needs of people of African and Caribbean descent.

SACMHA provides culturally responsive support to people from those communities in need of assistance because of their age, youth, disability, caring responsibilities, financial hardship or social disadvantage.

SACMHA is responsive to the changing social care needs of the people and communities we serve.

SACMHA had its genesis in the African Caribbean community and still has a specialism with that community, however, since 2011, SACMHA Health & Social Care has been offering quality health and social care solutions to all the communities in Sheffield

In delivering our services we provide a range of social and health care facilities, research, information, advice and education, on all aspects of mental and physical health amongst our beneficiaries. Through the provision of the following services:

- Community Outreach and Social Inclusion Service
- Carers Support Service
- Acute Advocacy
- EPIC Hospital Visiting/Befriending Service (Nether Edge & The Longley Centre)
- Self-Directed Support (SDS) Services

Our Purpose

We provide free, confidential and independent support and advocacy services in the area of adult health and social care to help individuals, families and communities have the knowledge, expert support and confidence to solve their problems and improve their lives

We have a specialist focus around the African Caribbean community

We serve Sheffield communities. We also contribute to regional or national service delivery when we can show benefit to Sheffield communities, for example our work at Rampton Secure Hospital in Nottinghamshire

Our Values

Our purpose is underpinned by our values. Our values drive all aspects of our work, the way we relate to our communities and clients and the way we relate to each other.

Our values drive our behaviours and we expect all of our People to support our values.

- We are values driven organisation. Our People are motivated by their desire to make a difference to in the lives of the service users and carer we support and this is our focus.
- We are committed to fairness, across our society and within our organisation.
- We are committed to challenging the impact of poverty, inequality and discrimination on the lives of the individuals and communities we help.
- We are proud of, respect and celebrate our diversity, the diversity of our service users, carers, communities and our People, and are committed to being an inclusive organisation.
- We encourage and support our People to work with others, to seek out and develop partnerships across communities and neighbourhoods and be generous with how we share our skills, resources and support each other.

SACMHA's Board of Trustees

The Board should comprise of up to 15 trustees with the Chair and Vice Chair, Secretary and Treasurer appointed from among the trustees.

The Charities Act 2011 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity.

The Board of Trustees must always act in the best interests of the charity, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility.

The Board of Trustees must act as a group and not as individuals.

In addition to be a registered charity, the organisation is a company limited by guarantee and our trustees are registered as directors at Companies House.

Our Governance Arrangements

SACMHA is a Registered Charity therefore it has in place Board of Trustees tasked with ensuring the correct level of oversight and leadership so that we remain compliant with Charity Commission standards and the standards of other partners

The day-to-day running of SACMHA is delegated to the Service Lead and the Staff Team who report directly to the Board

Duties of a Board Member

We take good governance seriously.

A trustee board member has responsibilities which are laid down law.

These include to:

- Ensure that the organisation complies with its governing document (its Articles of Association charity law, company law and any other relevant legislation or regulations

- Ensure that the organisation pursues its objects as defined in its governing
- Ensure the organisation applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- Contribute actively to the board of trustees by giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Safeguard the good name and values of SACMHA Health & Social Care
- Ensure the financial stability of the organisation.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

Trustees must ensure that they are eligible to act as a trustee and that they understand their duties and role.

This is a voluntary role and trustees receive no remuneration.

Trustees are entitled to claim expenses in line with the organisation's expense policy for attendance at board meetings and other events necessary for the fulfilment the trustee's duties.

Trustees will be supported to develop into the role. Newly appointed trustees will be allocated a "buddy" (a more experienced trustee to support them), trustees will be offered induction and training from time to time and as appropriate. It is vital that Trustees avail themselves of training offered to ensure that they remain informed in respect of the role and the organisation

Safer Recruiting

As a provider in the realm of adult social care, SACMHA works with people who have vulnerabilities. SACMHA also has access to sensitive service user information, therefore safeguarding is a key issue for the charity

All Trustees will be subject to an enhanced Disclosure and Barring Service (DBS) check, will be required to provide full employment details with an explanation of any gaps and provide two referees

A DBS entry does not automatically exclude someone from being a Trustee at SACMHA

A decision will be taken by delegated Trustees with support from the Service Director which will take account of the nature, number and timescale of any DBS disclosures

Time Commitment

The Board usually meets 10 times a year, normally on the last Wednesday of the month from 6.30pm to 8.30pm

Meetings are not usually held in August or December

Papers for the meeting are available at least 2 days in advance of the meeting and the expectation is that trustees will have read them prior to the Board meeting.

Trustees may from time to time be asked to contribute to other activities, including visits to services, usually once or twice a year, and occasional attendance at staff conference or staff consultation meetings.

Trustees are required to attend SACMHA Development Days. These usually occur quarterly and at the weekend

The purpose of the Development Days is to provide a longer, more focussed space to plan strategically and operationally for the organisation

Personnel Specification

Every trustee must have:

- A commitment to the purpose and values of SACMHA Health & Social Care, including a commitment to equity, diversity and inclusion
- A willingness to meet the minimum time requirement
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- A understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee
- An ability to work effectively as a member of a team and to take decisions for the good of SACMHA Health & Social Care

The Board of trustees collectively should meet skills and experience in the following areas:

- Financial management, income generation and marketing
- Public policy and public affairs
- Lived experience of marginalised groups

- Human Resource and people management including of volunteers
- Developing and delivering services in the voluntary sector
- Recognising and meeting advice and advocacy needs of communities
- Development of partnerships and collaborations